

**JOHN WARD**  
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## Notice of Meeting

### To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** in the Council Chamber East Pallant House East Pallant Chichester West Sussex PO19 1TY on **Tuesday 23 January 2018** at **14:00** for the transaction of the business set out in the agenda below

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

**DIANE SHEPHERD**  
Chief Executive

**Monday 15 January 2018**

### NOTES

(1) The Council meeting will be preceded by the following arrangements for members:

- **11:30** Open Forum
- **12:15** Lunch
- **12:45** SDNPA Activities Update – Mark Dunn
- **13:05** Housing update and Homelessness Reduction Act – Linda Grange and Marie Grele
- **13:45** Intermission

(2) Members are requested to bring with them to this meeting their copy of the agenda for the meeting of the Cabinet which took place on Tuesday 5 December 2017 and the agenda, agenda supplement and second agenda supplement for the meeting of the Cabinet which took place on Tuesday 9 January 2018 (the papers may also be viewed in the committee papers section of Chichester District Council's website)

# **AGENDA**

## **PRELIMINARY MATTERS**

### **1 Approval of Minutes (pages 1 to 24)**

After an initial welcome by the Chairman, the Council will be asked to approve as a correct record the attached minutes of its meeting on Tuesday 21 November 2017.

### **2 Late Items**

The Chairman will announce any late items which are to be dealt with under agenda item 18 (Late Items).

### **3 Declarations of Interests**

Members and officers are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests which they have in respect of matters on the agenda for this meeting.

### **4 Chairman's Announcements**

Apologies for absence will be notified at this point.

The Chairman will make any specific announcements.

### **5 Public Question Time**

In accordance with Chichester District Council's public questions scheme and with reference to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, consideration will be given at this point in the meeting to questions which have been submitted by members of the public in writing by 12:00 on the previous working day. The time allocated for public question time is subject to the chairman's discretion to extend the period for each member of the public (five minutes) or the total time for public questions (15 minutes).

## **RECOMMENDATIONS BY THE CABINET**

The Council is requested to consider the following recommendations made by the Cabinet at its meetings on Tuesday 5 December 2017 and Tuesday 9 January 2018.

### **A - TUESDAY 5 DECEMBER 2017**

### **6 Chichester Growth Deal 2017-2023**

The report and its two appendices are at item 5 of the agenda (pages 1 to 15) for the Cabinet's meeting on Tuesday 5 December 2017.

The Cabinet made the following recommendations to the Council:

That the Council:

- (1) Approves the Growth Deal between West Sussex County Council and Chichester District Council as set out in appendix 1 to the agenda report, subject to the aforesaid amendments in appendix A to appendix 1 and in appendix 2.
- (2) Approves the appointment of the Leader of the Council, Susan Taylor and Simon Oakley recommended by the Cabinet to represent Chichester District Council on the Growth Board.
- (3) Dissolves the Infrastructure Joint Member Liaison Group and subsumes its role and terms of reference into the Growth Board.
- (4) Approves the terms of reference of the Growth Board (as amended) contained in appendix 2 to the agenda report subject to comments from West Sussex County Council.

## **7 Financial Strategy and Plan 2018-2019**

The report and its first two appendices are at item 6 of the agenda (pages 16 to 32) for the Cabinet's meeting on Tuesday 5 December 2017 and its third appendix is in the first agenda supplement (page 1).

The Cabinet made the following recommendations to the Council:

That the Council:

- (1) Approves the key financial principles and actions of the five-year financial strategy set out in appendix 1 to the agenda report.
- (2) Notes the current five-year Financial Model in appendix 2 to the agenda report.
- (3) Approves that a minimum level of general fund reserves be set at £5m and the £1.3m provision for revenue support be maintained, having considered the recommendations from the Corporate Governance and Audit Committee.
- (4) Approves that Chichester District Council participates in the West Sussex 100% Business Rates Pilot for 2018-2019 if the bid is accepted by the Ministry of Housing, Communities and Local Government or continues to participate in a West Sussex Business Rates pool for 2018-2019 if the pilot bid is unsuccessful.
- (5) Notes the current resources position as set out in appendix 3 to the agenda report.

**[Note** Since the foregoing recommendations were made CIPFA has adopted an accounting standard which might have an adverse effect on Chichester District Council's (CDC) budget for 2018-2019 and potentially on its reserves at 31 March

2019. This new accounting standard (IFRS9) applies to certain types of investments. Unless the government issues a statutory override, the impact would potentially be a charge to the revenue budget of £565,000 and an estimated loss in March 2019 of £3.65m. A full explanation of this was issued by the CDC's Head of Finance and Governance Services by e-mail to all members on 8 January 2018. In order to address this financial risk and in the current absence of a statutory override Peter Wilding (Cabinet Member for Corporate Services) will propose at this meeting the replacement of recommendation 3 above with the following:

**3 (a) That the £5m General Fund Reserve and £1.3m Revenue Support Reserve be combined to provide a £6.3m General Fund Reserve.**

**3 (b) That the draft 2018-2019 budget which will be considered by the Cabinet in February 2018 should provide for a £565,000 charge to revenue in respect of IFRS9 unless a statutory override is issued by the government in the meantime.**

**3 (c) In the event that the government issues a statutory override after the budget is approved in March 2018, officers shall review these allocations at 3 (a) and 3 (b) above and make recommendations to release potentially both the £1.3m and the £565,000 back to being available for investment purposes.]**

## **8 New Homes Bonus (Parish Allocations) Policy**

The report and its two appendices are at item 7 of the agenda (pages 33 to 40) for the Cabinet's meeting on Tuesday 5 December 2017.

The Cabinet made the following recommendation to the Council:

That the New Homes Bonus (Parish Allocations) Policy and the delegations therein be approved.

## **B - TUESDAY 9 JANUARY 2018**

## **9 Revised Corporate Plan 2018-2021**

The report is at item 6 of the agenda for the Cabinet's meeting on Tuesday 9 January 2018 (pages 21 to 24) and its nine appendices are in the agenda supplement (pages 1 to 32) - a copy of the supplement is enclosed with this agenda for all members who did not receive it as part of the Cabinet papers.

The Cabinet made the following recommendations to the Council:

- (1) That the revised Corporate Plan for 2018-2021 as set out in appendix 1 to the agenda report (as amended) be approved.
- (2) That £130,000 from Chichester District Council's General Fund Reserve be approved to fund the two projects as set out in para 5.7 of the agenda report.

**[Note** In recommendation (1) above appendix 1 was amended by the Cabinet in

two respects namely on page 4 to the Objective 2 actions for the Priority to 'Manage our built and natural environments and maintain a positive sense of place' (a) in 2.2 insert 'aim to' between 'will' and 'achieve' and (b) in 2.3 insert 'endeavour to' 'will' and 'increase']

## **10 Supporting New and Existing Small Businesses**

The report is at item 10 of the agenda for the Cabinet's meeting on Tuesday 9 January 2018 (pages 35 to 39).

The Cabinet made the following recommendation to the Council:

That (a) the establishment of the Shop Front Improvement Grant Scheme and Provision of Retail Training for independent retailers as set out in sections 4.2 (as amended) and 4.3 to 4.5 of the agenda report supported by £168,800 allocated from the Pooled Business Rates Fund and £32,000 from reserves be approved and (b) the Head of Commercial Services be authorised to approve shop front improvement grants under the Scheme.

[**Note** In the recommendation above section 4.2 was amended by the Cabinet by the addition after 'Selsey' and before the full stop of ', funded from £168,000 and in addition a further £32,000 from reserves for East Wittering local centre.']

## **11 Commissioning of West Sussex Community Advice Service**

The report is at item 5 of the agenda for the Cabinet's meeting on Tuesday 9 January 2018 (pages 17 to 20).

The Cabinet made the following recommendation to the Council:

That the availability of £74,000 per annum for up to two years to achieve a bridging contract with the existing provider for the Community Advice Service be approved.

## **12 Revised Local Development Scheme 2018-2021**

The report is at item 7 of the agenda (pages 25 to 28) for the Cabinet's meeting on Tuesday 9 January 2018 and its appendix is in the agenda supplement (pages 33 to 43) - a copy of the supplement is enclosed with this agenda for all members who did not receive it as part of the Cabinet papers.

## **13 Site Allocations - Development Plan Document 2014-2029 - Proposed Modifications Consultation**

The report is at item 8 of the agenda (pages 29 to 31) for the Cabinet's meeting on Tuesday 9 January 2018 and its two appendices are in the agenda supplement (pages 44 to 95) - a copy of the supplement is enclosed with this agenda for all members who did not receive it as part of the Cabinet papers.

The Cabinet made the following recommendation to the Council at this meeting:

(1) That the Site Allocation Development Plan Document Further Proposed

Main Modifications (set out in appendix 1 to the agenda report) and the Further Proposed Minor Modifications (set out in appendix 2 to the agenda report) be approved for public consultation, subject to amending the heading to the document in appendix 1 by substituting 'Proposed' for 'Inspector's'.

- (2) That authority be delegated to the Head of Planning Services, following consultation with the Cabinet Member for Planning Services, to enable minor editorial and typographical amendments to be made to the document prior to publication.

#### 14 **Statement of Community Involvement**

The report is at item 9 of the agenda (pages 32 to 34) for the Cabinet's meeting on Tuesday 9 January 2018 and its appendix is in the agenda supplement (pages 96 to 112) with an amended version of page 101 in the second agenda supplement (page 1) - a copy of the two supplements are enclosed with this agenda for all members who did not receive them as part of the Cabinet papers.

That the Statement of Community Involvement (with the diagram on page 101 of appendix 1 being replaced by the amended version in the second agenda supplement) be adopted.

### **QUESTIONS TO THE EXECUTIVE**

#### 15 **Questions to the Executive**

[**Note** In accordance with Standing Order 14.11 of Chichester District Council's *Constitution*, this item is allocated a maximum duration of 40 minutes]

### **OTHER BUSINESS**

#### 16 **Amended Appointments to Committees 2017-2018** (page 25)

The Council is requested to consider the attached agenda report and to make the following resolution:

That the following two appointments be approved:

- (1) Mrs S Taylor replaces Mr N Thomas on the General Licensing Committee and the Alcohol and Entertainment Licensing Committee.
- (2) Mr M Dunn replaces Mrs J Tassell on the Overview and Scrutiny Committee.

#### 17 **Planning Policy Team Resources** (pages 26 to 28)

The agenda report for this item is for the Council to note the urgent decision made to recruit two new principal planning officer posts and one additional planning

officer post to the Planning Policy team prior to the annual budget setting process being considered by the Cabinet and the Council.

## **FINAL MATTERS**

### **18 Late Items**

- (a) Items added to the agenda papers and made available for public inspection.
- (b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting and recorded in the minutes.

### **19 Exclusion of the Press and Public**

There are no restricted items for consideration at this meeting.

## **NOTES**

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the *Local Government Act 1972*.
- (2) The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
- (3) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.

## MEMBERS

Mrs C Apel	Mrs J Kilby
Mr G Barrett	Mrs E Lintill
Mr R Barrow	Mr S Lloyd-Williams
Mr J Brown	Mr L Macey
Mr P Budge	Mr K Martin
Mr A Collins	Mr G McAra
Mr J Connor	Mr S Morley
Mr T Dempster	Caroline Neville
Mr A Dignum	Mr S Oakley
Mrs P Dignum	Mr C Page
Mrs J Duncton	Mrs P Plant
Mr M Dunn	Mr R Plowman
Mr J F Elliott	Mr H Potter
Mr J W Elliott	Mrs C Purnell
Mr N Galloway	Mr J Ransley
Mrs N Graves	Mr J Ridd
Mr M Hall	Mr A Shaxson
Mrs E Hamilton	Mrs J Tassell
Mrs P Hardwick	Mrs S Taylor
Mr R Hayes	Mr N Thomas
Mr G Hicks	Mrs P Tull
Mr L Hixson	Mr D Wakeham
Mr F Hobbs	Mrs S Westacott
Mrs G Keegan	Mr P Wilding